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RECORDS MANAGEMENT DIVISION
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*See Notice
No. 1-130-3
dated 31 Jan 1956*

MEMORANDUM FOR: The Inspector General

SUBJECT: Function of the Chief Archivist [REDACTED]

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1. In reviewing possible impingement and/or relationship between this new function of Chief Archivist with the Records Disposition function under the policy control of the Records Management Division of this Staff, there are certain facts which will be useful to consider, both in the formulation of the Chief Archivist function and in the official laying on of his activities.

a. Under the function of Records Management we work out with each office a determination of active and inactive records. With respect to the latter, we work out a records disposition schedule. This schedule specifies for each record the length of time to be held in inactive status and the point at which destruction is authorized, if the record is ever to be destroyed.

b. In the case of records which are to be destroyed at a specified time, we obtain, on a sanitized basis, from the National Archivist and Records Service, approval for destruction. If a record is to be maintained permanently, there is thereby constituted in effect an archive. Therefore, the true archive within the Agency is a product of the foregoing records disposition function. In effect, therefore, the archive, so to speak, is a part of the total body of inactive records. All of these records are stored at the Records Center in [REDACTED] in a special and newly constructed building.

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c. Separate from the foregoing are the vital materials files. The criterion is a record which in the event of emergency (a bomb being dropped on us) would be necessary for the effective functioning of the Agency. Commonly, a piece of vital materials would not show in the other Records Center files.

d. When material goes into the Records Center, there is created an index, which index will show the reader the nature of each series of records and their location in the Center.

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e. In the operation of the Records Center, our policy is to have these records available to no one except the office concerned, or to others only with the permission of the office concerned. Therefore, if [REDACTED] interest will impinge here, the proposed Agency notice as to his function should authorize his access.

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f. We can quickly work out with [REDACTED] a cooperative relationship to the degree needful to satisfy his charter - as soon as we get the charter.

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[REDACTED]
Chief, Management Staff

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